



**Department of Housing and Community Development**

**August 26, 2011**

**NOTIFICATION OF VACANCY**

**PROGRAM SUPPORT SPECIALIST  
(Administration & Office Specialist III)**

**POSITION #00165**

**LOCATION:**

**DHCD  
600 E. MAIN ST. STE 300  
RICHMOND, VA 23219**

**HIRING RANGE:**

**\$34,000 - \$38,000 Annually**

**DUTIES AND RESPONSIBILITIES:**

The Virginia Department of Housing and Community Development is seeking a Program Support Specialist within the Program Administration and Assistance Office (PAAO) with a can-do-attitude to provide superb administrative support services to the implementation of the Virginia Community Development Block Grant programs, Indoor Plumbing Rehabilitation Program, Appalachian Regional Commission program and a variety of other state and federally funded programs. This position will provide a variety of moderate to complex administrative, program and operational support to the PAAO Associate Director, Program Managers, staff and to others on an as-needed basis. Duties: answer phones, direct callers/visitors, coordinate phone coverage; assist in preparing travel vouchers, purchase orders, invoices and supply inventory; serves as backup for eVA transactions, send and receive mail and emails; compose, format, and proof correspondence; organize and maintain materials/records; update and create databases and produce reports; provides logistical support to staff by scheduling and organize meetings, workshops and travel arrangements and other duties as assigned.

**QUALIFICATIONS GUIDE:**

Proficiency in office procedure and office management. Familiarity with State fiscal policies to include eVa. Demonstrated ability to learn programmatic requirements, resolve problems and make recommendations. Considerable knowledge and skill in Microsoft Word, Excel, Access and Power Point. Demonstrated ability to use the internet. Excellent command of English, including proofreading and grammar. Demonstrated ability to manage multiple priorities and meet deadlines without close supervision; ability to work independently and as a member of a team. Must be experienced in providing progressive administrative support duties and outstanding customer service to a variety of clients. Graduation from a four-year degree program highly preferred or a combination of training and experience related to the duties may substitute for education.

***TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> BY, FRIDAY, SEPTEMBER 9, 2011, 5:00 p.m. EST.***

***For additional information please contact our Human Resource Office, at (804) 371-7000  
An Equal Opportunity Employer***

***Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.***